

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1184

**TITLE:** DIRECTOR OF PLANNING AND DESIGN DIVISION

**GRADE:** S-34

**DEFINITION:**

Under direction of the Director and Assistant Director of Public Works Department, to plan, organize and direct a division responsible for utilities planning and design; and to do related work as required.

**TYPICAL TASKS:**

Directs the planning and administration of engineering design of County utility systems, including sanitary sewers, sewage pump stations, storm drainage facilities, street lights, sidewalks and trails, plus limited roads;

Advises on matters pertaining to engineering design and construction;

Develops annual programs of capital projects in support of various County utility systems;

Is responsible for preparation of engineering plans and profiles required for these projects, also engineering cost estimates, special contract provisions, and coordination of easement acquisitions;

Is responsible for preparation of technical criteria for selection of engineering consultants for the design of capital projects.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles and practices of civil engineering, and contract administration;

Considerable experience in overall management of engineering office functions and procedures;

Ability to plan, make investigations and prepare comprehensive technical reports;

Ability to establish and maintain effective working relationships with the public, other County officials, other governmental jurisdictions and other County agencies.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to the following:

Graduation from college with major in engineering field and five years of progressively responsible experience in engineering planning, design and construction of public works projects.

RETITLED: February 17, 2004